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PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF ANIMAL HUSBANDRY,
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(ANIMAL HUSBANDRY BRANCH)

NOTIFICATION

The 18th June, 2021

No. G.S.R. 55/Const./Art.309/2021.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of service of the persons appointed to the Punjab Fisheries Group 'A' Service, namely: -

RULES

- 1. Short title, commencement and application.-** (1) These rules may be called the Punjab Fisheries Group 'A' Service Rules, 2021.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
(3) They shall apply to the posts specified in appendix 'A'.
- 2. Definitions.-** (1) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an appendix appended to these rules;
 - (b) 'Government' means the Government of the State of Punjab in the Department of Animal Husbandry, Fisheries and Dairy Development; and
 - (c) 'Service' means the Punjab Fisheries Group 'A' Service.
(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- 3. Number and character of posts.-** The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new

posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.- All appointments to the Service shall be made by the Government.

5. Pay of members of the Service.- The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.- (1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion, except for the post of Director and Warden of Fisheries, shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone. In case of the post of Director and Warden of Fisheries, the promotion shall be made on merit-cum-seniority basis.

7. Discipline, punishment and appeal.- (1) In matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the members of the Service against an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

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- 8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.**- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
- (2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

- 9. Repeal and savings.**-The Punjab Fisheries (Class I) Service Rules, 1980 and the Punjab Fisheries (Ministerial) State Service Class-III Rules, 1984, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

- 10. Interpretation.**- If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

APPENDIX 'A'

(See rules 1 (3), 3 and 5)

Serial No.	Designation of the post	Number of Posts			Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay for the member of Service recruited on or after 17.07.2020
1	2	3	4	5	6	7

I. Administrative Cadre

1.	Director and Warden of Fisheries	01	-	01	37400-67000+ 8700	-
2.	Joint Director Fisheries	01	-	01	15600-39100+ 6600	-
3.	Deputy Director Fisheries	01	-	01	10300-34800+ 5400	-

II. Ministerial Cadre (Head Office Cadre)

4.	Planning Officer	01	-	01	15600-39100+5400	-
5.	Superintendent Grade I	02	-	02	15600-39100+5400	-

APPENDIX 'B'

[See rule 6]

Serial No.	Designation of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment or Transfer	Promotion
1	2	3	4	5	6

I. Administrative Cadre

1.	Director and Warden of Fisheries	-	Hundred percent	(i) Bachelor's degree in Science with Zoology or Bachelor's degree in Fisheries Science; (ii) Training in Inland Fisheries from a recognized institution only in case of a candidate possessing Bachelor's degree in Science with Zoology; (iii) Minimum experience of seventeen years in development and management of Pisciculture; and (iv) Minimum	From the Joint Director Fisheries having an experience of working as such for a minimum period of one year.
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experience of five years in planning and administration in a responsible capacity.

OR

(i) Master's degree in Science with Zoology or Master's degree in Fisheries Science;

(ii) Training in Inland Fisheries from a recognized institution only in case of a candidate possessing Master's degree in Science with Zoology;

(iii) Minimum experience of fifteen years in development and management of Pisciculture; and

(iv) Minimum experience of five years in planning and administration in a responsible capacity.

2.	Joint Director Fisheries	-	Hundred percent	<ul style="list-style-type: none"> (i) Bachelor's degree in Science with Zoology or Bachelor's degree in Fisheries Science; (ii) Training in Inland Fisheries from a recognized Institution only in case of a candidate possessing Bachelor's degree in Science with Zoology; (iii) Minimum experience of fifteen years in development and management of Pisciculture; and (iv) Minimum experience of five years in planning and administration in a responsible capacity. <p>OR</p> <ul style="list-style-type: none"> (i) Master's degree in Science with Zoology or Master's degree in
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Fisheries Science;

(ii) Training in Inland Fisheries from a recognised institution only in case of a candidate possessing Master's degree in Science with Zoology;

(iii) Minimum experience of twelve years in development and management of Pisciculture; and

(iv) Minimum experience of four years in planning and administration in responsible capacity.

3.	Deputy Director Fisheries	-	Hundred per cent	(i) Bachelor's degree in Science with Zoology or Bachelor's degree in Fisheries Science;	From amongst the Assistant Directors working as such for a minimum period of five years.
				(ii) Training in Inland Fisheries from a recognized institution only in case of a	

candidate
possessing
Bachelor's degree
in Science with
Zoology;

(iii) Minimum
experience of ten
years in
development and
management of
Pisciculture; and

(iv) Minimum
experience of
three years in
planning and
administration in
responsible
capacity.

OR

(i) Master's degree
in Science with
Zoology or
Master's degree in
Fisheries Science;

(ii) Training in Inland
Fisheries from a
recognized
institution only in
case of a
candidate
possessing
Master's degree in
Science with
Zoology;

(iii) Minimum
experience of

eight years in development and management of Pisciculture; and

(iv) Minimum experience of three years in planning and administration in responsible capacity.

II. Ministerial Cadre (Head Office Cadre)

4.	Planning Officer	-	Hundred percent	-	From amongst the Superintendents Grade-1 who have an experience of working as such for a minimum period of five years.
5.	Superintendent Grade I	-	Hundred percent	-	From amongst the Statistical Assistant and Senior Assistants, who have an experience of working as such on either of the aforesaid posts for a minimum period of ten years.

APPENDIX 'C'

[See rule 7]

Serial No.	Designation of the post	Nature of *penalty or @order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5

I. Administrative Cadre

1.	Director and Warden of Fisheries	(a) Minor penalties and (b) Major penalties	Minister-in-Charge	Chief Minister
2.	Joint Director Fisheries	(a) Minor penalties and (b) Major penalties	Secretary-in-Charge	Minister-in-Charge
3.	Deputy Director Fisheries	(a) Minor penalties and (b) Major penalties	Secretary-in-Charge	Minister-in-Charge

II. Ministerial Cadre (Head Office Cadre)

4.	Planning Officer	(a) Minor penalties and (b) Major penalties	Secretary-in-Charge	Minister-in-Charge
5.	Superintendent Grade I	(a) Minor penalties and (b) Major penalties	Secretary-in-Charge	Minister-in-Charge

*in terms of rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

Appendix 'D'

(See rule 8)

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 4th May, 1994

NO. G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service Selection board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

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- e) “Government” means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - f) “recognised university or institution” means,-
 - i) any university or institution incorporated by law in any of the State of India; or
 - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules.
 - g) ¹[“Service” means any Group ‘A’ service, Group ‘B’ service and Group ‘C’ service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
 - h) “Service Rules” means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- ²[(i) (i) “War hero” means a defence services personnel, or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not bona fide residents Punjab State are yet closely connected to the State of Punjab;

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

² Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

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- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is,-
 - (a) a citizen of India; or
 - (b) a citizen of Nepal; or
 - (c) a subject of Bhutan; or
 - (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-
 - (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and

are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.- No person;-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- ¹[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the ²[Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

¹Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

²Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

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- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
 - (3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.
- ¹[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

²[**5A. Increase in upper age limit.**- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

6. Qualification etc.- Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

¹{Provided that where appointment of ³[Group ‘A’ or Group ‘B’] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered ³[Group ‘A’ or Group ‘B’ or Group ‘C’] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

¹Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

²Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

³Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

7. Probation.- (1) A person appointed to any post in the service shall remain on probation for a period of ¹[three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that.-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding ²[one] and a half years from the date of appointment, it may,-
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise-
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

²Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

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- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory–
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules–
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1);

¹[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

¹Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2014, dated 04th October, 2017.

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

¹[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

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- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
 - 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
 - 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
 - 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
 - 14. Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

¹[14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he – (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	From amongst the clerks, who have an experience of working as such for a minimum period of ² [four years].

¹Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

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- (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment,¹ [passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).

¹Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment,²(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.”.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

¹Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

²Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

[15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of ²[four years]; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at</p>

¹Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

- (iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.
- OR
- (iii) typewriter/computer) at a speed of 12 words per minute.

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- (ii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.

[16. Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer]- No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent

¹Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.

to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

¹[17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

¹Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./ Art.309/Amd.(5)/2001 dated 4th September 2001

¹[18. Promotion to Group 'A' and Group 'B' Services

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.]

- 19. Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

- 20. Over riding effect**- The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

- 21. Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.
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¹ Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./ Art309/Amd.(7)/2001, dated 18th December, 2001

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,
Additional Chief Secretary to Government of Punjab,
Department of Animal Husbandry, Fisheries and
Dairy Development.

Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./
Art.309/Amd.(6)/2001, dated 18th December, 2001

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF ANIMAL HUSBANDRY, FISHERIES AND
DAIRY DEVELOPMENT
(ANIMAL HUSBANDRY BRANCH)

NOTIFICATION

The 18th June, 2021

No. G.S.R. 56/Const./Art.309/2021.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of service of the persons appointed to the Punjab Fisheries Group 'B' Service, namely: -

RULES

1. **Short title, commencement and application.**- (1) These rules may be called the Punjab Fisheries Group 'B' Service Rules, 2021.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
(3) They shall apply to the posts specified in appendix 'A'.
2. **Definitions.**- (1) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an appendix appended to these rules;
 - (b) 'Director' means the Director and Warden of Fisheries, Punjab;
 - (c) 'Government' means the Government of the State of Punjab in the Department of Animal Husbandry, Fisheries and Dairy Development ; and
 - (d) 'Service' means the Punjab Fisheries Group 'B' Service.
(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
3. **Number and character of posts.**- The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to

create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing authority.**- All appointments to the Service shall be made by the Government.
5. **Pay of members of the Service.**- The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.
6. **Method of appointment, qualifications and experience.**- (1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. **Departmental examination.**-Every person appointed to the post of Assistant Director Fisheries unless he has already done so, has to pass departmental examination as may be specified by the Government from time to time and as per the provisions laid down in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
8. **Discipline, punishment and appeal.**- (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.
(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the member of the Service against an order as specified in rule 15 of the Punjab Civil Services

(Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

- 9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.
- 10. Repeal and savings.-** The Punjab State Fisheries (Class II) Service Rules, 1980, the Punjab Fisheries Service Class III (Non-Ministerial) Rules, 1982 and the Punjab Fisheries (Ministerial) State Service Class-III Rules, 1984, in so far as they are applicable to the members of the Service, are hereby repealed:
Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.
- 11. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

APPENDIX 'A'

(See rules 1 (3), 3 and 5)

Serial No.	Designation of the post	Number of Posts Perma- nent	Temp- orary	Total	Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay (in rupees) for the member of Service recruited on or after 17.07.2020
1	2	3	4	5	6	7
I. Administrative Cadre						
1.	Assistant Director Fisheries	31	-	31	10300-34800+4400	35400/-
2.	Senior Fisheries Officer	39	-	39	10300-34800+3800	-
II. Non Ministerial Cadre						
3.	Junior Engineer	02	-	02	10300-34800+4800	35400/-
III. Ministerial Cadre (Head Office Cadre)						
4.	Personal Assistant	01	-	01	10300-34800+4800	-
5.	Statistical Assistant	01	-	01	10300-34800+4400	35400/-
6.	Senior Assistant	10	-	10	10300-34800+4400	35400/-
7.	Legal Assistant	01	-	01	10300-34800+4200	35400/-
8.	Information Technology Assistant	01	-	01	As per Government of Punjab, Department of Governance Reforms and Public Grievances.	As per Government of Punjab, Department of Governance Reforms and Public Grievances.
IV. Ministerial Cadre (Subordinate Offices' Cadre)						
9.	Senior Assistant	27	-	27	10300-34800+4400	35400/-

APPENDIX 'B'

[See rule 6]

Serial No.	Designation of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment or Transfer	Promotion
1	2	3	4	5	6

I. Administrative Cadre

1.	Assistant Director Fisheries	Twenty percent	Eighty percent	(i) Master's degree in Fisheries Science; and (ii) Minimum experience of five years in development and management of Pisciculture. OR (i) Master's degree in Science with Zoology ; (ii) One year training in Inland Fisheries and Aquaculture from a recognized institution; and (iii) Minimum experience of five years in development and management of Pisciculture. OR	From amongst the Senior Fisheries Officers having minimum experience of seven years in pisciculture development and management. Provided that he has to pass the Prescribed Departmental Exam as laid down by the department from time to time.
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(i) Bachelor's degree
 in Fisheries
 Science; and
 (ii) Minimum
 experience of
 seven years in
 development and
 management of
 Pisciculture.

OR

(i) Bachelor's
 degree in Science
 with Zoology;
 (ii) One year
 training in Inland
 Fisheries and
 Aquaculture from
 a recognized
 institution; and
 (iii) Minimum
 experience of
 seven years in
 development and
 management of
 Pisciculture.

2.	Senior Fisheries Officer	-	Hundred percent	(i) Should possess Bachelor's degree in Fisheries Science from a recognized University or institution; OR (i) Should possess Bachelor's degree	From amongst Fisheries Officers, who have atleast five years' experience in development and management of Pisciculture.
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in Science with Zoology from a recognized University or institution as one of the subject and having diploma in Inland Fisheries from a recognized institution; and

(ii) Minimum experience of three years in development and management of Pisciculture.

II. Non Ministerial Cadre

3.	Junior Engineer	Hundred percent	-	Should possess three years Diploma in Civil Engineering from a recognized University or institution; or possess a higher qualification in the same discipline.	-
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III. Ministerial Cadre (Head Office Cadre)

4.	Personal Assistant	-	Hundred percent	-	From amongst the Junior Scale Stenographers working under the control of the Director; and who have an experience of working as such
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				for a minimum period of seven years.
5.	Statistical Assistant	Hundred percent	-	Should possess Master's Degree in Economics or Mathematics or Statistics or Master's degree in Commerce with Statistics as one of the subjects from a recognised university. OR (i) Graduate in Mathematics or Economics or Statistics or Commerce with Statistics as one of the subjects from a recognised University; and (ii) At least two years experience in collection of statistical data in any institution recognised by the Government or in any Government breeding farm.
6.	Senior Assistant	Twenty five percent	Seventy five percent	As specified in the Punjab Civil Services As specified in the Punjab Civil Services (General)

			(General and Common Conditions of Service) Rules, 1994, as amended from time to time.	
7.	Legal Assistant	Hundred percent -	(i) Degree in Law of a recognized University; and (ii) At least two two year experience at the bar.	
8.	Information Technology Assistant	Hundred percent -	As per Government of Punjab, Department of Governance Reforms and Public Grievances.	
IV. Ministerial Cadre (Subordinate Offices' Cadre)				
9.	Senior Assistant	Twenty five percent	Seventy five percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

APPENDIX 'C'

[See rule 8]

Serial No.	Designation of the post	Nature of *penalty or @order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
I. Administrative Cadre				
1.	Assistant Director Fisheries	(a) Minor Penalties and	Secretary-In-Charge	Minister-In-Charge
2.	Senior Fisheries Officer	(b) Major Penalties		
II. Non Ministerial Cadre				
3.	Junior Engineer	(a) Minor Penalties and (b) Major Penalties	Secretary-In-Charge	Minister-In-Charge
III. Ministerial Cadre (Head Office Cadre)				
4.	Personal Assistant	(a) Minor Penalties and	Secretary-In-Charge	Minister-In-Charge
5.	Statistical Assistant	(b) Major Penalties		
6.	Senior Assistant			
7.	Legal Assistant			
8.	Information Technology Assistant	(a) Minor Penalties and (b) Major Penalties	As applicable	As applicable
IV. Ministerial Cadre (Subordinate Offices' Cadre)				
9.	Senior Assistant	(a) Minor Penalties and (b) Major Penalties	Secretary-In-Charge	Minister-In-Charge

*in terms of rules 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

Appendix 'D'

(See rule 9)

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 4th May, 1994

NO. G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in '[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service Selection board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

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- e) “Government” means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - f) “recognised university or institution” means,-
 - i) any university or institution incorporated by law in any of the State of India; or
 - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules.
 - g) ¹[“Service” means any Group ‘A’ service, Group ‘B’ service and Group ‘C’ service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
 - h) “Service Rules” means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- ²[(i) (i) “War hero” means a defence services personnel, or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not bona fide residents Punjab State are yet closely connected to the State of Punjab;

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

² Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

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- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is,-
 - (a) a citizen of India; or
 - (b) a citizen of Nepal; or
 - (c) a subject of Bhutan; or
 - (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-
 - (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and

are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.- No person;

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- ¹[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the ²[Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as

¹Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

²Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

- (3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.
- ¹[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

²[**5A. Increase in upper age limit.**- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

6. Qualification etc.- Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

¹{Provided that where appointment of ³[Group ‘A’ or Group ‘B’] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered ³[Group ‘A’ or Group ‘B’ or Group ‘C’] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

¹Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

²Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

³Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

7. Probation.- (1) A person appointed to any post in the service shall remain on probation for a period of ¹[three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that.-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding ²[one] and a half years from the date of appointment, it may,-
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise-
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
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¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

²Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory–
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules–
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1);

¹[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

¹Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2014, dated 04th October, 2017.

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

¹[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

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- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
 - 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
 - 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
 - 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
 - 14. Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

¹[14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he – (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	From amongst the clerks, who have an experience of working as such for a minimum period of ² [four years].

¹Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

- (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment,¹ [passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).

¹Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment,²(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.”.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

¹Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

²Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

[15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of ²[four years]; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at</p>

¹Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

typewriter/computer) at a speed of 12 words per minute.

(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

¹[16. Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer] - No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent

¹Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.

to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

¹[17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

¹Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./ Art.309/Amd.(5)/2001 dated 4th September 2001

[18. Promotion to Group 'A' and Group 'B' Services

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.]

- 19. Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

- 20. Over riding effect**- The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

- 21. Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

¹ Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./ Art309/Amd.(7)/2001, dated 18th December, 2001

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,
Additional Chief Secretary to Government of Punjab,
Department of Animal Husbandry, Fisheries and
Dairy Development.

Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./
Art.309/Amd.(6)/2001, dated 18th December, 2001

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF ANIMAL HUSBANDRY,
FISHERIES AND DAIRY DEVELOPMENT
(ANIMAL HUSBANDRY BRANCH)

NOTIFICATION

The 18th June, 2021

No. G.S.R. 57/Const./Art.309/2021.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of service of the persons appointed to the Punjab Fisheries Group 'C' Service, namely:-

RULES

1. **Short title, commencement and application.**- (1) These rules may be called the Punjab Fisheries Group 'C' Service Rules, 2021.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
(3) They shall apply to the posts specified in appendix 'A'.
2. **Definitions.**- (1) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an appendix appended to these rules;
 - (b) 'Director' means the Director and Warden of Fisheries, Punjab;
 - (c) 'Government' means the Government of the State of Punjab in the Department of Animal Husbandry, Fisheries and Dairy Development; and
 - (d) 'Service' means the Punjab Fisheries Group 'C' Service.
(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
3. **Number and character of posts.**- The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing authority.-** All appointments to the Service shall be made by the Director.
5. **Pay of members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.
6. **Method of appointment, qualifications and experience.-** (1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government or Government of India.

- (2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.
- (3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis , but no person shall have any right to claim promotion on the basis of seniority alone.
7. **Departmental examination.-** Every person appointed to the post of Fisheries Officer unless he has already done so, has to pass departmental examination as may be specified by the Government from time to time and as per the provisions laid down in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
8. **Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the member of the Service against an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

- 9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
- (2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.
- 10. Repeal and Savings.-** The Punjab Fisheries (Ministerial) State Service Class-III Rules, 1984 and the Punjab Fisheries Group 'C' (Non-Ministerial) Service Rules, 2013, in so far as they are applicable to the members of the Service, are hereby repealed:
- Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.
- 11. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

APPENDIX 'A'

(See rules 1 (3), 3 and 5)

Serial No.	Designation of the post	Number of Posts			Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay (in rupees) for the member of Service recruited on or after 17.07.2020
		Perma-nent	Temp-orary	Total		
1	2	3	4	5	6	7
I. Non-Ministerial Cadre						
1.	Fisheries Officer	51	-	51	-	35400/-
2.	Driver	10	-	10	5910-20200+2400	To be recruited as per the Department of Finance instructions
3.	Laboratory Assistant	02	-	02	-	19900/-
4.	Farm Assistant	02	-	02	5910-20200+1900	-
5.	Pumping Set Driver	01	-	01	5910-20200+1900	To be filled through outsourcing
6.	Multi Purposer Fisheries Skilled Worker	11	-	11	5910-20200+1900	-
7.	Laboratory Technician	06	-	06	-	19900/-
II. Ministerial Cadre (Head Office Cadre)						
8.	Junior Scale Stenographer	2	-	2	10300-34800+3600	29200/-
9.	Steno-typist	2	-	2	-	21700/-
10.	Clerk	11	-	11	10300-34800+3200	19900/-
III. Ministerial Cadre (Subordinate Offices' Cadre)						
11.	Clerk	46	-	46	10300-34800+3200	19900/-

APPENDIX 'B'

[See rule 6]

Serial No.	Designation of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment or Transfer	Promotion
1	2	3	4	5	6

I. Non-Ministerial Cadre

1.	Fisheries Officer	Hundred percent	-	Should possess Bachelor's degree in Fisheries Science from a recognized University or institution. OR (i) Should possess Bachelor's degree in Science with Zoology from a recognized University or institution as one of the subject; and (ii) Should possess diploma in Inland fisheries from a recognized institution.	-
2.	Driver	Hundred percent	-	(i) Should have passed Matriculation	-

examination from
 a recognized
 Board or
 institution;

- (ii) Should possess
 Licence of driving
 of heavy vehicles;
 - (iii) Can carry out
 minor repairs of
 vehicles; and
 - (iv) Should have at
 least two years'
 experience in
 driving of heavy
 vehicles.
-

3.	Laboratory Assistant	Hundred percent	-	(i) Should have passed Matriculation examination from a recognized board or institution with Science (Physics, Chemistry and Biology as subject); and (ii) Should have at least one year experience as Laboratory Attendant in any institute recognized by the Government.	-
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4.	Farm Assistant	-	Hundred percent	(i) Should have passed Matriculation examination from a recognized university or institution; (ii) Should have at least five years experience as such; and as Fisherman; and (iii) Should have got training in Inland Fisheries from a recognised institution.	From amongst the Field Assistants or Fishermen working under the control of the Director, who,- (i) possess at least five years experience as such; and (ii) have got training in Inland Fisheries from a recognised institution.
5.	Pumping Set Driver	Hundred percent	-	(i) Should have passed Matriculation examination from a recognized Board or institution; (ii) Should have National Trade Certificate in Diesel Mechanic from a recognised institution; and (iii) Should have at least two years' experience in Operating	-

				Tubewell or pumping set.
6.	Multi Purpose Fisheries Skilled Worker	Hundred percent	-	Should possess diploma in Electrical Engineering or Mechanical Engineering from a recognized University or institution.
7.	Laboratory Technician	Hundred percent	-	Graduate in Lab Technician or Biology or Chemistry or Bio Technology or Micro Biology or Bio Informatics or Forensic Science or Nursing from a recognized university or Institution

II. Ministerial Cadre (Head Office Cadre)

8.	Junior Scale stenographer	Fifty per cent	Fifty per cent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst the Steno-typists who have an experience of working as such for a minimum period of three years and who qualify the Stenography
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				test at the speed of hundred words per minute and sixty words per minute in English and Punjabi respectively to be transcribed at the speed of twenty words per minute and fifteen words per minute respectively (eight per cent mistakes to be ignored)
9.	Steno-typist	Hundred percent	-	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
10.	Clerk	Eighty-five percent	Fifteen percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as From amongst Group 'C' employees whose scale of pay is less than that of a clerk or Group 'D'

amended from time to time. employees, who have an experience of working on any Group 'C' post or Group 'D' post or both for a minimum period of five years in the Directorate of Fisheries, Punjab, who are Matriculates or its equivalent with Punjabi and qualify a type test in Punjabi and English on Computer at a speed of thirty words per minute to be conducted by the Director.

III. Ministerial Cadre (Subordinate Offices' Cadre)

11. Clerk	Eighty-five percent	Fifteen percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules,	From amongst Group 'C' employees whose scale of pay is less than that of a clerk or
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1994, as amended from time to time. Group 'D' employees, who have an experience of working on any Group 'C' post or Group 'D' post or both for a minimum period of five years in the subordinate offices' cadre who are Matriculates or its equivalent with Punjabi and qualify a type test in Punjabi and English on Computer at a speed of thirty words per minute to be conducted by the Director.

APPENDIX 'C'

[See rule 8]

Serial No.	Designation of the post	Nature of *penalty or @order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5

I. Non-Ministerial Cadre

1.	Fisheries Officer			
2.	Driver			
3.	Laboratory Assistant	(a) Minor Penalties	Director	Secretary-In-Charge
4.	Farm Assistant	and		
5.	Pumping Set Driver	(b) Major Penalties		
6.	Multi Purpose Fisheries Skilled Worker			
7.	Laboratory Technician			

II. Ministerial Cadre (Head Office Cadre)

8.	Junior Scale Stenographer	(a) Minor Penalties and	Director	Secretary-In-Charge
9.	Steno-typist	(b) Major Penalties		
10.	Clerk			

III. Ministerial Cadre (Subordinate Offices' Cadre)

11.	Clerk	(a) Minor Penalties and	Director	Secretary-In-Charge
		(b) Major Penalties		

*in terms of rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

Appendix 'D'

(See rule 9)

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)

Notification

The 4th May, 1994

NO. G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service Selection board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

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- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - f) "recognised university or institution" means,-
 - i) any university or institution incorporated by law in any of the State of India; or
 - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules.
 - g) ¹[“Service” means any Group ‘A’ service, Group ‘B’ service and Group ‘C’ service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
 - h) “Service Rules” means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- ²[(i) (i) “War hero” means a defence services personnel, or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not bona fide residents Punjab State are yet closely connected to the State of Punjab;
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¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

² Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

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- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is,-
- (a) a citizen of India; or
 - (b) a citizen of Nepal; or
 - (c) a subject of Bhutan; or
 - (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-
- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and

are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.- No person;-

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.- ¹[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the ²[Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

¹Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

²Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

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- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
 - (3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.
- ¹[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

²[**5A. Increase in upper age limit.**- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

6. Qualification etc.- Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

¹{Provided that where appointment of ³[Group ‘A’ or Group ‘B’] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered ³[Group ‘A’ or Group ‘B’ or Group ‘C’] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

¹Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

²Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

³Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

7. Probation.- (1) A person appointed to any post in the service shall remain on probation for a period of ¹[three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that.-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding ²[one] and a half years from the date of appointment, it may,-
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise-
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
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¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

²Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

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- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory–
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules–
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

¹[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

¹Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2014, dated 04th October, 2017.

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

¹[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note: - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to transfer- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

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- 10. Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
 - 11. Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
 - 12. Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
 - 13. Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
 - 14. Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

[14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he – (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	From amongst the clerks, who have an experience of working as such for a minimum period of ² [four years].

¹Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

- (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- (2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment,¹ [passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).

¹Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment,²(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.”.

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

¹Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

²Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

[15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of ²[four years]; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at</p>

¹Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

- (iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

typewriter/computer) at a speed of 12 words per minute.

- (iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- [16. Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer]** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent

¹Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.

to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

¹[17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

¹Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./ Art.309/Amd.(5)/2001 dated 4th September 2001

[18. Promotion to Group 'A' and Group 'B' Services

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.]

- 19. Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

- 20. Over riding effect**- The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

- 21. Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

¹ Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./ Art309/Amd.(7)/2001, dated 18th December, 2001

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,
Additional Chief Secretary to Government of Punjab,
Department of Animal Husbandry, Fisheries and
Dairy Development.

Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./
Art.309/Amd.(6)/2001, dated 18th December, 2001